

ADMINISTRATIVE - INTERNAL USE ONLY

27 July 1973

MEMORANDUM FOR: All Concerned

SUBJECT : Meeting of Training Selection Board
on 7 and 8 August 1973

STATINTL

1. On 7 August, the Training Selection Board will arrive via courier flight for two days of meetings [REDACTED]

STATINTL

2. They will eat breakfast [REDACTED] and all other meals at the Mess Hall.

STATINTL

3. The [REDACTED] facility should be checked by Public Works to insure that air-conditioning is functioning properly, with a setting of 72°. The grass and shrubs should be trimmed by close of business 6 August. Check bicycle tires and headlights. Also, spot one (1) vehicle at the airstrip by 0900 hours 7 August. Pick up the vehicle on 9 August at 0800 hours at the airstrip.

STATINTL

4. Supply should insure that office supplies are available and that furniture is in good condition.

STATINTL

5. Special Services should set up an honor bar [REDACTED] on 7 August. Magazines and one (1) each newspapers--Washington Post, New York Times, and Daily Press--should be available in [REDACTED] 7 and 8 August. Make arrangements for a Building Steward to be there to take phone messages and check and clean the Conference Room when meetings are not going on. Spot one (1) girl's bicycle [REDACTED] 7 - 8 August. Please provide coffee and doughnuts on 7 August.

STATINTL

STATINTL

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6. [REDACTED] is cleaned by close of business 6 August, that food is there and a cook is available to prepare breakfast on 8 August. All other meals will be taken at the Mess Hall at regular times. Provide doughnuts for 7 August by 0900 hours.

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7. Security should badge people on 7 August [REDACTED]
at 0930 hours. Provide a four-drawer safe [REDACTED] by
close of business on 6 August. Provide combinations to the
safes [REDACTED] to Administrative Officer of the Training
Selection Board on 7 August.

STATINTL

8. To all concerned: your attention to the above details
should insure that the Training Selection Board will have a
pleasant and profitable meeting here.

STATINTL

[REDACTED]
Chief, Planning & Coordination Staff

Distribution No. 5

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